

PREFACE

The Legal Decisions of the General Counsel follow the general outline of the Index-Direct of the Published Decisions of the Comptroller General of the United States as nearly as is practicable. Because of the nature of activities of the Agency, in some instances Titles and Subtitles have been originated by this office where no appropriate title was set forth by the Comptroller General. The Decisions are arranged alphabetically by principal Title. Each principal subject has a Title Page. If there is more than one Subtitle, each Subtitle is further listed alphabetically by number on the Title Page. The breakdown in filing of these Subtitles is followed out by using the corresponding number of the subject as a Tab. Each piece of correspondence on one given subject is arranged behind the Number Tab chronologically, with latest date on top. See below for example of general outline:

C (red tab)

CONTRACTS (white tab)

CONTRACTS (title page)

1. Administrative Needs.
2. Amounts.
3. Approval.
4. Assignments.
5. Awards.
6. Construction.
7. Damages.

Etc.

4 (grey tab) - all correspondence on "Assignments" filed here chronologically with latest date on top.

As must be recognized, there is a possibility that an average of one legal decision may be added each day. The added Decision may fall in a category already established or it may effect establishment of a new Subtitle. Since it would not be feasible to rewrite a Title Page each time a new subtitle were added, the new subject would be placed at the bottom of the Subtitles already listed, assigned the next number and placed behind the corresponding Number Tab. At practical periodic intervals, such Title Pages will be rewritten to incorporate the added Subtitles in proper alphabetical order.

For convenience of use, the Decisions are filed in three loose-leaf part binders. Each separate binder has an over-all Index Page placed in front and tabbed. Such Index Page lists the subjects in alphabetical groups as contained in Books I, II and III, i.e., Book I - (A through C); (below would be listed subjects in groups A, B and C); Book II - (etc.); Book III - (etc.). The Index Page will be maintained and rewritten at periodic intervals in the same manner as the Title Pages.

Book I - (A through C):

Accidents.
Accounting.
Advertising.
Affidavits.
Aliens.
Appointments.
Appropriations.
Audit.

Deeds & Commissions.
Fees.

Books.
Certificates.
Entititlements.
Fines.
Habits.
Compensation.
Concessions.
Concord.
Contracts.
Copyright.

Book II - (D through M):

Acquisition of Authority.
Composition of Records.

Equipment.
Espionage Laws.
Exchange.

Book II cont. - (D through M):

Foreign Service.
Fraud.
Funds.

Gratuities.

Household Effects.

Insurance.

Leases.
Leaves of Absence.
Legislation.
Loans.

Medical Treatment.
Mileage.

Book III - (N through Z):

Narcotics.
Naturalization.

Officers & Employees.

Look ALL sent. - (W through Z):

Rent.
rent differential.
property.
public buildings.
Purchase.

quarters.

real estate.
repairs & improvements.
representation.

remittances.
storage.
subsidiary.
subsistence.

Taxes.
Telegrams.
Telephones.
Tents.
Transportation.
Traveling expenses.

Vehicles.

Words and Phrases.